Introduction to ARRA Section 1512 Reporting for Sub-Recipients

Agenda

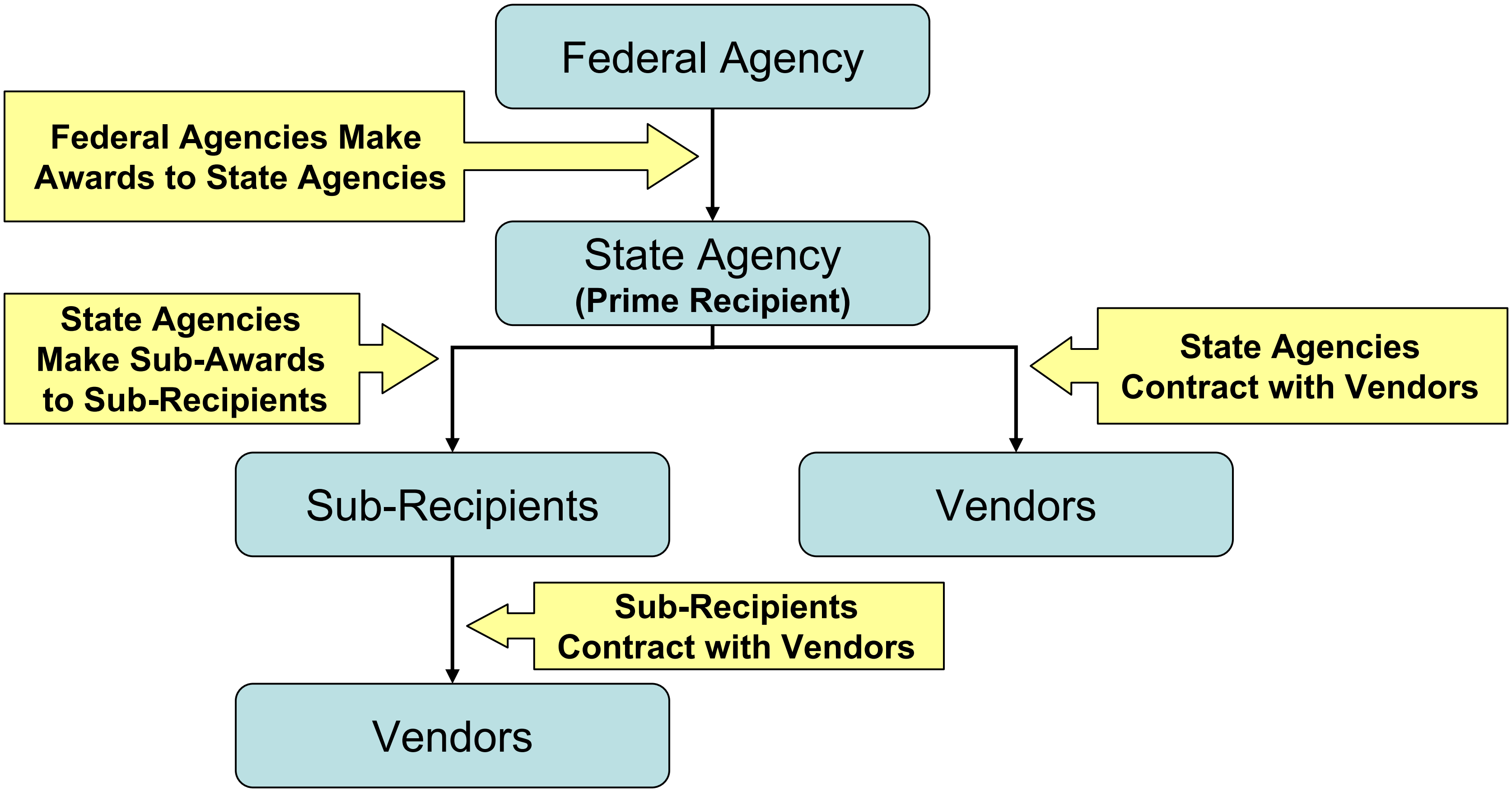
1. Introduction to § 1512 Reporting
2. Pre-Registration (DUNS; CCR)
3. Registration with FederalReporting.gov and OERR
4. Reporting
   - ❑ § 1512 Data to FederalReporting.gov
   - ❑ Jobs Data to State Agencies

What is Section 1512?

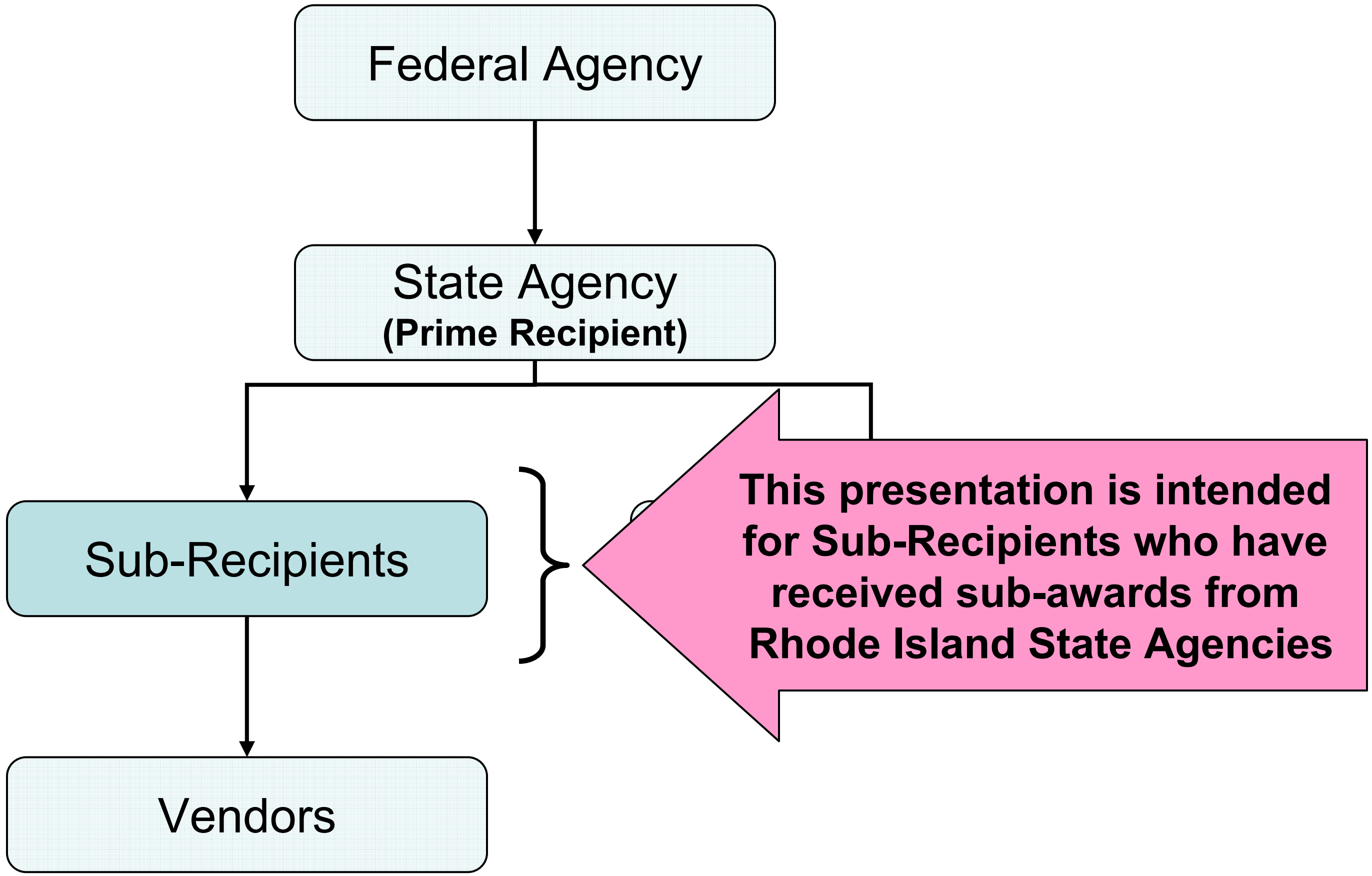
Section 1512 of the American Recovery and Reinvestment Act of 2009 (ARRA) establishes reporting requirements for recipients of ARRA funds.

Reports submitted to the Federal Government pursuant to Section 1512 will be published on the federal website Recovery.gov and provide the public with an unprecedented level of transparency into how Federal dollars are being spent.

Anatomy of an ARRA Award



Scope of Presentation



Which Sub-Recipients Must Report

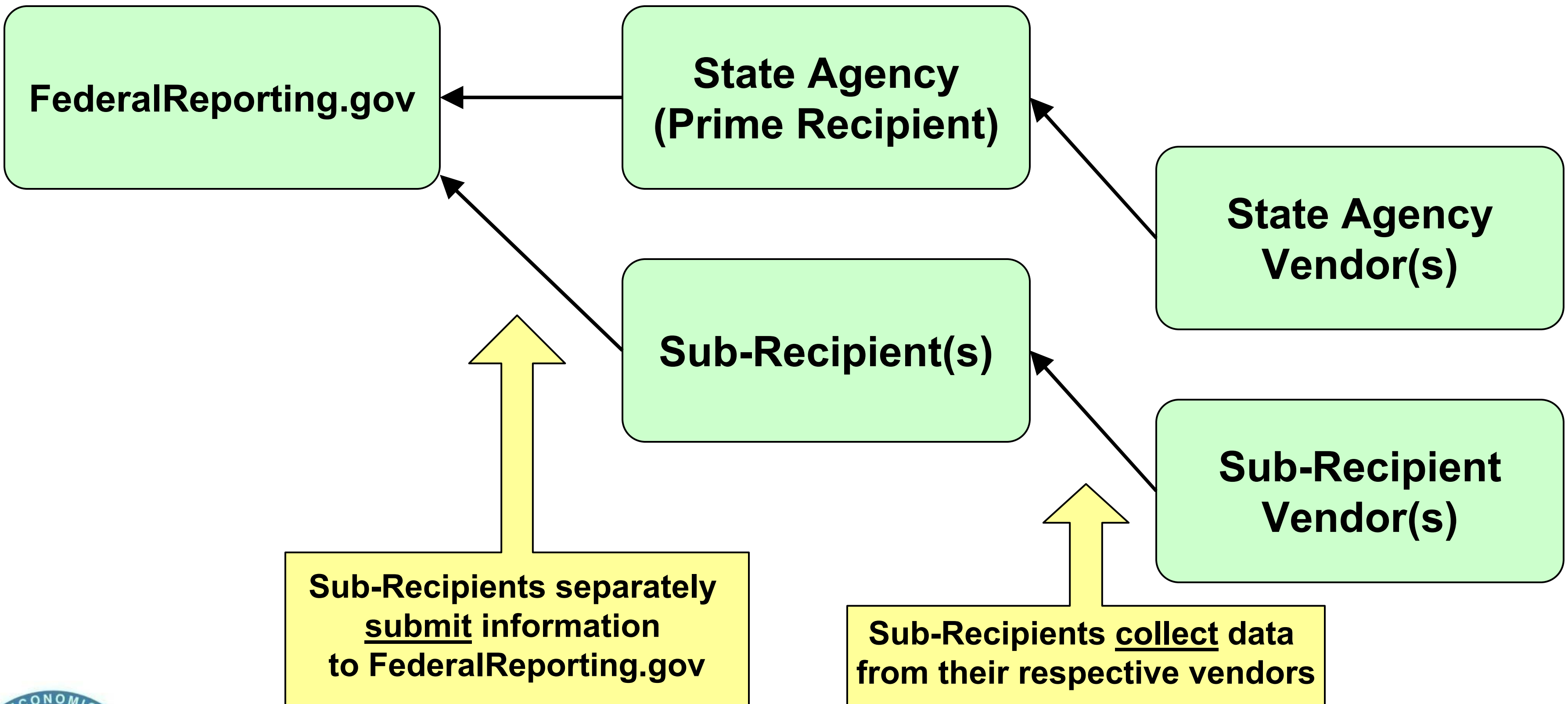
You must submit a report to FederalReporting.gov if:

1. Your sub-award is in connection with a program subject to section 1512 (the list of 1512-covered programs -- last revised Aug. 31, 2009 -- is available on the OERR website and http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21-supp1.pdf and is also provided as a handout in this meeting); **and**

2. Your sub-award has a total value of greater than $25,000.

Introduction to 1512 Reporting

Delegated, Decentralized Model



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   - Transparency Act Data to FederalReporting.gov
   - Jobs Data to State Agencies

Pre-Registration

Prior to registering on FederalReporting.gov, sub-recipients must obtain (or have) each of the following:

1. Receipt of an ARRA related sub-award greater than $25,000 in a program that is subject to § 1512 reporting;
2. A valid email address and phone number;
3. A DUNS Number; and
4. A Current CCR Registration.

If you have not yet obtained a DUNS number or registered with CCR, you should do so as soon as possible.

Pre-Registration Process

If you have **neither** a DUNS Number nor CCR Registration:

Register DUNS Number → Register CCR → Register FederalReporting.gov → Submit FederalReporting.gov registration to OERR

If you have a DUNS Number **but** **no** CCR Registration:

Verify DUNS Number Information → Register CCR → Register FederalReporting.gov → Submit FederalReporting.gov registration to OERR

If you have **both** a DUNS Number and CCR Registration:

Verify DUNS Number Information → Verify CCR Registration Information → Register FederalReporting.gov → Submit FederalReporting.gov registration to OERR

DUNS Number Registration

What is a DUNS Number?

Dun and Bradstreet (D&B) is provider of international and U.S. business credit information and credit reports.

The "Data Universal Numbering System" (or DUNS) is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis. A DUNS number is a unique nine-digit identification number that the federal government uses to identify and track recipient organizations.

DUNS Number Registration

Why do I need to obtain a DUNS Number?

- The Federal Government identifies prime recipients and sub-recipients by DUNS number. It requires organizations to provide a DUNS numbers in connection with grant applications and proposals.

- Reporting entities will need to provide their DUNS number in connection with registration on FederalReporting.gov.

Tip: *You can see whether your organization already has a DUNS number by searching http://fedgov.dnb.com/webform/CCRSearch.do*

DUNS Number Registration

How do I obtain a DUNS Number?

- By phone: contact the D&B Government Customer Response Center at 1-866-705-5711. Registration by telephone takes between 5 and 10 minutes.

- By web: visit http://fedgov.dnb.com/webform/. Users have reported that registration online takes longer than registration by phone.

Note: OERR has received reports that organizations registering for DUNS numbers have received sales calls asking registrants to purchase full D&B profiles. Full subscriptions are not required to complete section 1512 reporting. Any sales call suggesting otherwise should be referred to OERR legal counsel.

DUNS Number Registration

What information will I need to provide?

- Your organization's legal name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address
(City, State and ZIP Code)
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

DUNS Number Verification

What if I want to use a previously existing DUNS Number?

- Sub-Recipients do not need to create a new DUNS number for FederalReporting.gov if they already have one.
- However, prior to using a previously existing DUNS number, you must verify the accuracy of the information that is associated with it.

Other websites and reports will draw information associated with the DUNS Number that you use. You may experience difficulties later in the reporting process if this information is up-to-date.

CCR Registration

What is CCR?

Central Contractor Registration (CCR) is the U.S. Federal Government's primary database of organizations that seek grants from or otherwise do business with it.

Why do I need to register with CCR?

CCR will house organizational information that FederalReporting.gov will pull in connection with your quarterly section 1512 report.

CCR Registration

How do I register with CCR? (1 of 2)

Register online at www.ccr.gov.

An online handbook at https://www.bpn.gov/ccr/handbook.aspx details the information registrants need to gather prior to commencing the CCR registration process.

CCR recommends that you allow up to 3 days to gather the required organizational information and prepare your application.

CCR Registration

How do I register with CCR? (2 of 2)

CCR draws on data entered into the DUNS system and asks you to verify it. If, upon review, you find that the data is not up-to-date, then you will have to change the information in DUNS. This step that can potentially add 2 days to the CCR registration process.

CCR also verifies with the IRS the Tax Identification Number (also known as the TIN or EIN) that each organization provides during the registration process.

Make sure to visit https://www.bpn.gov/ccr/handbook.aspx *for more detailed instructions.*

CCR Registration

CCR Points of Contact (POCs)

During CCR registration, registrants will be asked to designate three points of contact (POCs) (as well as alternates for each). The same individual may serve as more than one POC.

1) CCR POC -- The person acknowledging that the information provided is current, accurate, and complete.

2) Government POC -- The person responsible for marketing and sales with the federal government.

3) Electronic Business (Ebiz) POC -- The person will receive emails asking him or her to authorize individual access into FederalReporting.gov.

CCR Verification

What if I am already registered on CCR?

- Sub-Recipients do not need to re-register on CCR if they have already done so.
- However, you should make sure that the POCs designated in CCR are aware of upcoming § 1512 reporting. CCR will email the Ebiz POC to confirm that you are authorized to report on FederalReporting.gov.

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Registration on FederalReporting.gov

Sub-Recipients should visit and register for FederalReporting.gov within 10 business days of receiving a sub-award from a State Agency greater than $25,000.

Remember that sub-recipients must have each of the following:

1. Receipt of sub-award greater than $25,000 in a program that is subject to § 1512 reporting;
2. A valid email address and phone number;
3. A DUNS Number; and
4. Current CCR Registration.

Registration on FederalReporting.gov

Once you have the prerequisites, registration should be brief.

1) Visit FederalReporting.gov and click "Register Now"
2) Provide the required registration information:
   - Personal (name, email, phone, security questions)
   - Organizational (entity type & DUNS number).
3) Review the registration information and submit.

Attached at the end of this presentation is a two-page "Quick Reference Card" from FederalReporting.gov

Registration on FederalReporting.gov

Sub-Recipients Must Submit Registration Information to OERR

1. Once you successfully register on FederalReporting.gov, you will receive a confirmation email. Retain this email for your records.

2. Visit www.recovery.ri.gov/subrecipient/ to download and complete a registration form (in MS Excel). Submit that form to 1512reporting@gov.state.ri.us.

> **OERR is tracking all registrants in FederalReporting.gov**. Once you have completed registering, download this Excel file, complete, and email to 1512reporting@gov.state.ri.us.
>
> **Note:** State agency staff should submit this information by completing the "Reporting Federal Registration" survey on the OERR Intranet.

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Introduction to 1512 Reporting

	October 2009 Quarterly Reporting	Subsequent Quarterly Reporting
Who Participates	• Prime recipients • **Sub-recipients**	• Prime recipients • **Sub-recipients**
Section 1512 Data Elements	Sub-recipients must upload a completed workbook to FederalReporting.gov by **Oct. 10, 2009**.	Sub-recipients must upload a completed workbook to FederalReporting.gov **within 10 days of the close of the reporting period**.
Jobs Data	Sub-recipients must submit jobs data to State Agencies by **Sept. 28, 2009**.	Sub-recipients must submit jobs data to State Agencies **two days before the close of the reporting period**.

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Introduction to Reporting

Definitions and Instructions

- The required § 1512 data elements are defined in the Recipient Reporting Data Model, available at www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21-supp2.pdf
  - Sub-Recipient Data Elements are located at pages 17-21.
  - Vendor Data Elements are located at pages 21-22.
- Check for specific Federal Agency guidance at www.recovery.gov/?q=content/agency-guidance-reporting

Reporting to FederalReporting.gov

Dry Runs and Validation on FederalReporting.gov

- OERR sponsored a Dry Run in September. While the submission deadline has already passed, sub-recipients can still submit a completed workbook **by email** to 1512reporting@gov.state.ri.us.

- FederalReporting.gov published an Excel Validation Tool, by which registered users can test the structure and business rules associated with a sample file to verify compliance before full reporting begins.

Note that these tools check for validity of the data submitted, but not accuracy.

Reporting to FederalReporting.gov

On or before **October 10, 2009**, sub-recipients shall:

1. Download an MS Excel workbook template from FederalReporting.gov;
2. Enter the required data concerning you ("Sub-Recipient" tab) and your vendors ("Vendor" tab); and
3. Upload and submit a completed workbook to FederalReporting.gov.

*Data submitted to FederalReporting.gov shall be current through **September 30, 2009**.*

Reporting to FederalReporting.gov

Reporting Timeframes in October 2009

Date	Reporting Action Required
Immediately After Registration	Download workbook template from FederalReporting.gov
October 1 - 10, 2009	Complete data elements of reporting workbook that will be submitted to FederalReporting.gov. Data submitted should be current through September 30, 2009.
October 10, 2009	Upload and submit completed reporting workbook to FederalReporting.gov.
October 11 - 21, 2009	Prime recipients will confer with sub-recipients about data quality issues; sub-recipients can make requested corrections.
October 22 - 29, 2009	Federal Agencies will confer with prime and sub-recipients about data quality issues; sub-recipients can correct their data.
October 30, 2009	All reported data associated with ARRA grants loans and other forms of assistance will be displayed.

Reporting to FederalReporting.gov

Subsequent Reporting Periods

Sub-recipients shall submit cumulative reports on a quarterly basis until the end of the award.

For example, the report due on . . .	. . . shall consist of cumulative data dating from the beginning of the award through:
October 10, 2009	September 30, 2009
January 10, 2010	December 31, 2009
April 10, 2010	March 30, 2010
July 10, 2010	June 30, 2010

Reporting to FederalReporting.gov

Which workbook should I use?

- Reporting entities will have the option to download a workbook for either "Contracts" or "Grants and Loans."
- Sub-Recipients should download the workbook that best describes the agreement between the prime recipient (i.e., the awarding State Agency) and the Federal government -- **Not the agreement between you and the State**.
- If you have not already done so, you must obtain this information from your awarding State Agency.

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Jobs Reporting to State Agencies

Jobs Data Elements

In order to complete their § 1512 reporting obligations, State Agencies (Prime Recipients) must report two jobs data elements. They are:

(i) an estimate of the **Number of Jobs** created and retained, and

(ii) a narrative **Description of Jobs Created**.

Jobs Reporting to State Agencies

How do prime recipients report jobs data?

Prime recipients will report the number created and retained using a standard calculation, translating both full and part time employees into (full-time equivalents or FTEs)

Period	3rd qtr	4th qtr	1st qtr	2nd qtr	3rd qtr	4th qtr
Full-time Schedule	520	1040	1560	2080	2600	3120
Full-time employee 1	520	1040	1560	2080	2600	3120
Full-time employee 2	520	1040	1560	2080	2600	3120
Part-time employee (half time)	260	520	780	1040	1300	1560
Temporary employee (650 hrs.)	0	0	130	390	650	650
Total hours worked	1300	2600	4030	5590	7150	8450
Quarterly FTE	**2.50**	**2.50**	**2.58**	**2.69**	**2.75**	**2.71**

Jobs Reporting to State Agencies

How do sub-recipients report jobs data?

Sub-recipients must submit:

1. The cumulative number of hours worked by employees, vendors, and sub-recipients on ARRA-funded projects; and
2. The cumulative number of hours in your full-time schedule.

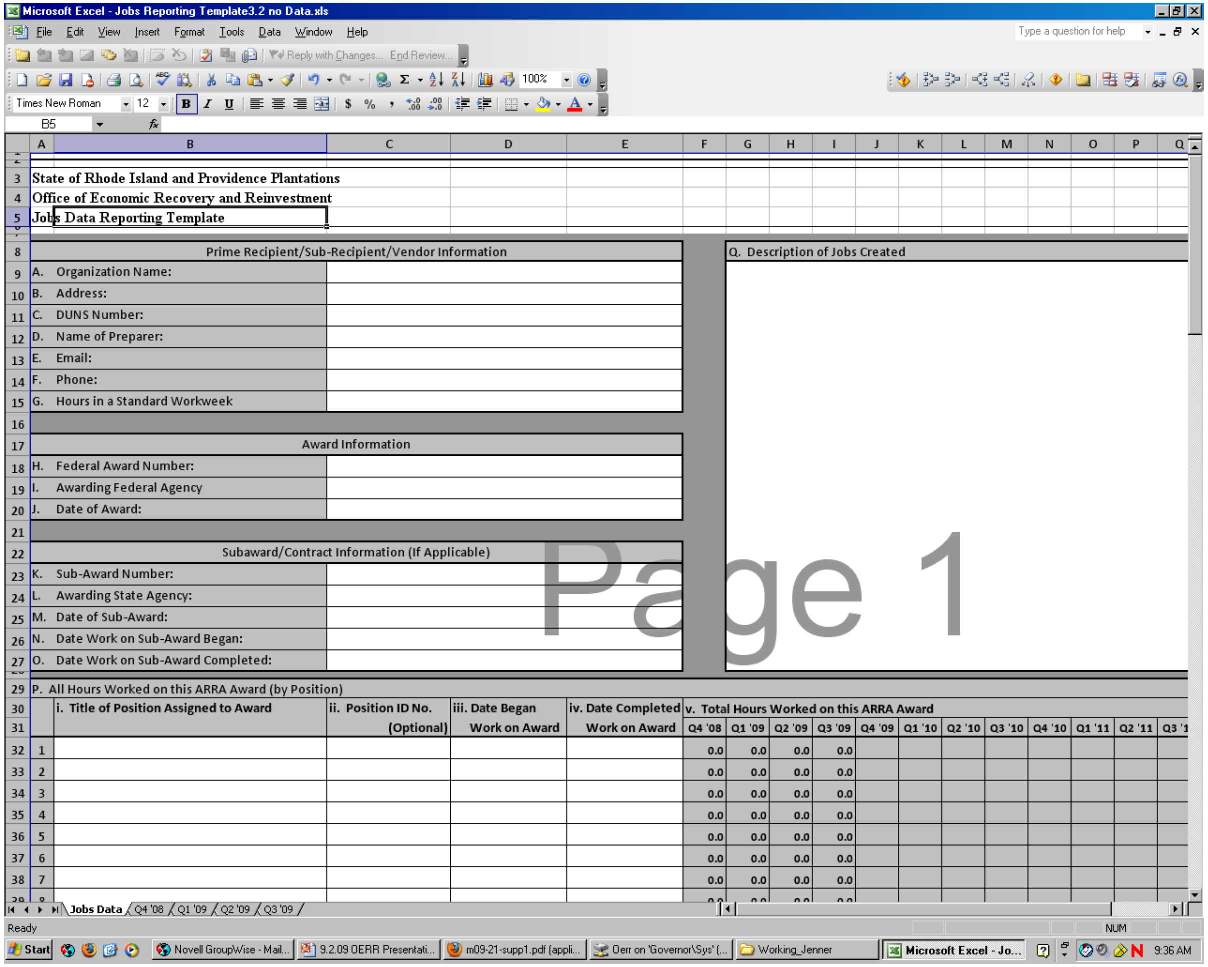
Jobs Data Template

Sub-recipients will use the OERR template to collect and document jobs data from:

- Themselves;
- Sub-recipients;

<u>and</u>

- Vendors.



Jobs Data Template

Template users enter position data and time frames into the "Jobs Data" tab of the workbook. This information will be auto-populated into a tab for each quarter.

P. All Hours Worked on this ARRA Award (by Position)								
	i. Title of Position Assigned to Award	ii. Position ID No. (Optional)	iii. Date Began Work on Award	iv. Date Completed Work on Award	v. Total Hours Worked on thi			
					Q4 '08	Q1 '09	Q2 '09	Q3 '09
1					0.0	0.0	0.0	0.0
2					0.0	0.0	0.0	0.0
3					0.0	0.0	0.0	0.0
4					0.0	0.0	0.0	0.0
5					0.0	0.0	0.0	0.0
6					0.0	0.0	0.0	0.0

- Data element definitions are provided in a memo.
- **Only enter data into non-shaded fields.**

Jobs Data Template

1. Select tab for the quarter that is associated with date of award.
2. Enter the last day of the first full work week after the date of the award.

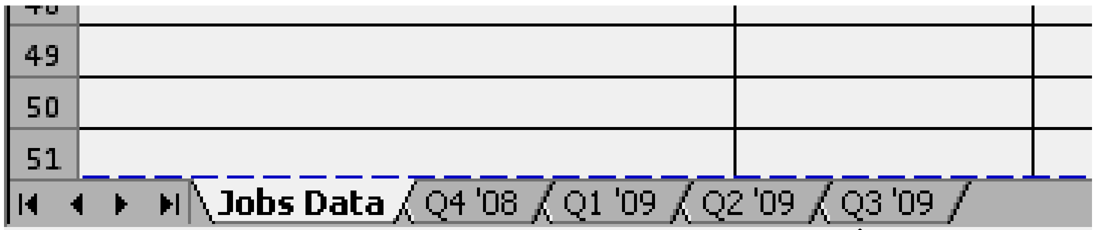
vii. Hours Worked on this ARRA Award this Quarter (By Week Ending Date)													
Total	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25
65.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
520.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
260.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
520.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
520.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
130.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
280.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0

Template users shall report data through the last full week in the reporting quarter (based on the payroll week of the reporting entity).

Jobs Data Template

Sub-recipients and vendors should aggregate hours worked on a quarterly basis.

The Workbook generates a cumulative sum of total hours worked for each ARRA funded award.



2. Hours worked will be aggregated on the Jobs Data tab.

1. Users enter hours worked into the specific tab for each quarter.

Jobs Reporting to State Agencies

Reminders about Jobs Data

- You cannot submit jobs data directly to the Feds.
- You must provide this data two days before the end of the end of the reporting period (so that State Agencies can process it prior to their submission).
- You must collect jobs data from (i) yourself, (ii) any sub-recipients, and (iii) vendors.

Future Reporting

Will I have to report additional information?

- Likely yes. The amount of reporting information required is liable to increase to accommodate additional demand for information from the Federal Government and the public.
- Sub-recipients may have to provide information concerning project status and activities performed to either FederalReporting.gov or State Agencies.

Tip: Monitor the OERR website to remain up-to-date.

Additional Resources

- OERR

  Visit the OERR website at www.recovery.ri.gov
  and click on "ARRA Sub-Recipient Information"

- Recovery Board

  Visit the Recovery Board website at
  www.recovery.gov and click on "Recipient Reporting"

- FederalReporting.gov

  Visit the 1512 Reporting solution at
  FederalReporting.gov and click on "FAQ"

- Office of Management & Budget

  Training Webinars are available at
  www.whitehouse.gov/recovery/webinartrainingmaterials

Questions

Submit additional questions via email:

recoveryri@gov.state.ri.us

Also, you can contact us by phone at:

401-222-8200